



Superior Court of California, County of Butte
Human Resources
One Court Street, Oroville, CA 95965
Phone: (530) 532-7103  **Fax: (530) 532-7291**
www.buttecourt.ca.gov

Invites Applications for the Following Position:

LEGAL ASSISTANT - SHARP

Hourly Salary Range: \$13.28 - \$16.14 Hourly*
Filing Period: Saturday, March 22, 2014 – Friday, April 11, 2014
Application Deadline: Friday, April 11, 2014

*Salary is subject to a mandatory 3.85% reduction, with a corresponding receipt of 10 paid days off, for fiscal year 13/14 and an additional 5% reduction with a corresponding receipt of 13 paid days off, for fiscal year 14/15 due to current State financial difficulties.

THE POSITION: This position is a grant-funded (Self-Help Assistance and Referral Program) term limited position that assists litigants in self-help legal programs and reports to and receives lead direction from the Program Coordinator-SHARP. Incumbents assist litigants in a workshop environment, on the telephone and in person; schedules appointments and makes referrals to appropriate agencies. Incumbents also interview individuals regarding various legal matters and respond to inquiries regarding court rules, procedures, timelines and statutory requirements. Incumbents may provide direction to legal interns or volunteers at the request and approval of the Program Coordinator-SHARP.

DISTINGUISHING CHARACTERISTICS The Legal Assistant classification is responsible for providing assistance to self-help litigants who utilize superior court services, whereas the Court Clerk classification processes legal documents in support of the administration of justice activities of the superior court.

REPRESENTATIVE DUTIES: *(The following duties are typical of those performed by the incumbent in this classification; however, other duties may also be required.)*

- Assists litigants in a workshop environment designated by their family or civil law issues.
- Assists litigants on telephone, and in person, with scheduling appointments and offering referrals to appropriate agencies.
- Researches a variety of problematical legal situations by locating applicable precedents, legal opinions, statutes and orders using computerized information or hard copy.
- Gives oral presentations and prepares written reports.
- Interviews individuals, in person or by telephone, regarding various legal matters.
- Travels to and operates a dependent office location site.
- Maintains strict confidentiality.
- Demonstrates continuous effort to improve operations, streamline work processes, reduce turnaround times and works jointly and cooperatively to provide quality seamless client services.
- Prepares correspondence in response to inquiries regarding court rules, procedures, timelines and statutory requirements.
- Prepares types and proofreads drafts and a wide variety of finished documents from notes, brief instructions and/or printed materials.
- Answers incoming calls, directs callers and takes messages. Receives and screens clients.
- Uses a personal computer to input and retrieve data and prepare reports. Collects statistical data and prepares spreadsheet compilations.
- Files, makes photocopies, and assembles documents.
- Performs other related duties as assigned.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte Superior Court Human Resources Office.

MINIMUM QUALIFICATIONS: (Education & Experience)

Experience:

- Some practical experience in civil law, civil litigation, and legal research and writing is desirable.

Education:

- Equivalent to an associate degree in a legal assistant program or related field or a combination of experience and training equal to completion of a two-year legal assistant educational program, supplemented by courses and/or practical experience in civil law, civil litigation and legal research and writing or
- Two years of increasingly responsible experience working in a legal or criminal justice setting.
- Paralegal certificate is desirable.

Pre-employment Policies and Other Requirements: All offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration and Naturalization Control Act of 1986; passing a pre-employment medical review/examination; background and reference check, including a fingerprinting check for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). May be required to possess or obtain by appointment date a valid California operators' license issued by the State Department of Motor Vehicles.

Salary and Benefits Package: Salary range consists of 5 steps with approximately 5% between each step. Annual performance reviews are given which may advance the employee through the steps.

- Sick Leave - 12 days annually
- Vacation - begins with 3 weeks / year and increases with longevity
- 13 paid holidays
- Position eligible for 2% longevity pay at 10 and 15 years of service
- Membership in (CalPERS) Retirement System (**Court contributes 3.5% of salary for employee's share**)
Employees are vested after 5 years of F/T service
- Choice of 3 CalPERS Health Insurance Plans
- Dental & Vision Plans
- Life Insurance provided by the Court (\$25,000 coverage); Employee can purchase additional voluntary coverage
- Deferred Compensation Plan available
- Employee Assistance Program

Positions in this classification require as a condition of continued employment, that they either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity.

APPLICATION AND SELECTION PROCEDURES:

An application packet may be obtained by visiting the court's website at www.buttetecourt.ca.gov or contacting the Superior Court's, Court Administrative Office, One Court Street, Oroville, CA 95965; 530-532-7103. **Applicants must submit an original signed Superior Court Application to the Superior Court Human Resources Office by the final filing date to the above address.** Attachments to the application will be accepted. Faxed applications will also be accepted at 530-532-7291 and must be followed by the original application postmarked no later than the final filing date and received within (7) days of the final filing date.

Applications will be reviewed for minimum requirements as listed in the job description. All questions on the application must be completed in sufficient detail to permit comprehensive review. It is important that your application show **all** the relevant experience and education you possess. The application will go through a screening process and only the most qualified will be selected to proceed to the examination process. The application is the first step in the examination process, and in some instances, it may be the only criteria utilized in developing the list of candidates. The information that you furnish will be used to determine your qualifications. List all relevant jobs regardless of duration, including part-time and military service. **Include a complete list of work experience, which relates to the specific Minimum Qualification requirements.** Applicants must meet all of the qualifications for the classification by the final filing date.

Employment Eligibility

It is the Court's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment you will be required to verify your eligibility to work in the United States.

Policy of Nondiscrimination

The Superior Court of California, County of Butte encourages applications from all persons regardless of their race, color, sex, religious creed, sexual orientation, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Superior Court of Butte County. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (530) 532-7013 well in advance of the exam/interview for assistance.